



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer-
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

At its meeting held September 11, 2007, the Board took the following action:

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Supervisor Burke made the following statement:

“Los Angeles County has shown great leadership in pursuing opportunities to be ‘green.’ Policies undergoing consideration include the adoption of green building standards for County facilities, the promotion of green vehicles and public transit incentives for County employees, and alternatives for decreasing the litter and blight associated with paper and plastic carry-out bags. Reducing our reliance on paper communication would also allow Los Angeles County to make a significant impact in fostering a more eco-friendly workplace.

“It’s estimated that a single employee uses one ream of paper each week; or 10,000 sheets of copy paper each year. This is apparent within County operations, where thousands of pages of paper pass between Board Offices, Departments and Commissions. While the steady flow of Departmental updates, report backs from Board motions, and various other materials are all vital to ensuring smooth day-to-day operations, various web-based alternatives serve as an excellent communication alternative for mitigating the use of paper.

“The EPA estimates that paper and paperboard account for almost 40% percent of all garbage. While e-mail correspondence has undoubtedly decreased the paper-burden, and furthermore, our paper recycling program has seen increased utilization, a lot of paper still gets wasted. We must look at additional opportunities for paper waste reduction as the most cost effective and sustainable practice. Relying on an enhanced Intranet system would provide real-time communication at all levels of the County while ensuring waste-reduction.”

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Therefore, on motion of Supervisor Burke, seconded by Supervisor Antonovich, unanimously carried, the Chief Executive Officer, Executive Officer of the Board, and Director of Internal Services, in coordination with the Chief Information Officer, were instructed to:

1. Explore opportunities for reducing paper-based correspondence in favor of a more user-friendly Intranet system, with a report to include, but not be limited to, potential security challenges of relying on an Intranet system, the estimated economic impact of paper reduction, and a protocol for County staff to opt out of an electronic correspondence system in favor of paper communication;
2. Require that all County vendors purchase paper with a minimum 15% recycled content; and
3. Report back to the Board within 60 days.

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Copies distributed:

Each Supervisor
Chief Executive Officer
County Counsel
Director of Internal Services
Chief Information Officer